



## Student Report Style Guide

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**For University Programs you are required to submit electronic copies of your final report and data to your course instructor or TA. They will print and forward copies to the library.**

## 1.0 Formatting Your Paper

- Format while writing, it saves headaches later. Use BMSC Student Report Template, available on web site.
- Text: twelve point (including figure captions, tables and references) Times New Roman font. For lengthy tables smaller typeface is acceptable; however, no characters may be smaller than 6 point.
- Spacing: Double (including figure and table captions), with single spacing for abstract and reference list.
- You may format your report single-sided or double-sided, it is your choice. If you choose double-sided and prefer that each section starts on a right-hand page, be sure to pay close attention to the pagination and insert blank, numbered pages as appropriate. Please review the margin instructions for binding below.
- Margins: **Single sided:** Left margin must be 1.5 inches (for binding) and all other margins 1 inch. **Double-sided:** Both right and left margins must be 1.5 inches.
- Numbering: In upper right-hand corner (including references, tables, etc) Do not reference page numbers in the text. If necessary, refer to sections.
- Paragraphs: Left justified, separated by a single line.
- Headings and subheadings (Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References): lower-case on separate lines, without indentation. Underline Subheadings.
- Paper Size: 8.5 x 11 inches whenever possible. If oversize pages are required they should be submitted flat-mounted on an 8.5 x 11 in sheet of paper and folded to lie within the required margins. Very large oversize pages (such as large maps), which are too large to be folded and bound in to the report, may be fit into a pocket provided by the author. See librarian for assistance. Large items may also be stored or reduced electronically on CD or DVD.
- Units: Standard International (SI) Use leading zeroes with all numbers <1, including probability values (e.g.  $P < 0.001$ ).

## Report Outline

Reports must contain the following parts (detailed descriptions below):

- Title Page
- Abstract
- Key words (indexing terms)
- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusion (If required by instructor)
- Acknowledgements
- References

## Title Page

Use the format below. The title should be Clear, concise (120 characters max), descriptive, and contain keywords for digital title searches. Capitalize the first letter of the first word)

Title

by

Author

A REPORT SUBMITTED IN PARTIAL FULFILMENT OF  
THE REQUIREMENTS FOR (course name)

at

THE BAMFIELD MARINE SCIENCES CENTRE

Instructor(s):        Instructor(s) Name(s)

Teaching Assistant(s):        Teaching Assistant(s) Name(s)

THE BAMFIELD MARINE SCIENCES CENTRE

© Author(s) Name(s), Date

- 2.0 Abstracts**  
Clear, descriptive and less than 400 words. Briefly summarize the introduction, materials and methods, results, and conclusion of the study. Do not cite the literature. Single-spaced.
- 3.0 Keywords**  
Include 3 to 6 indexing terms, not already used in the title, that convey the subject of the report. List the terms in alphabetical order
- 4.0 Tables**
- 4.1 Consider limitations of paper size and required margins. If necessary see section 1.0 re: paper size.
  - 4.2 Larger tables and figures should have their own page. Smaller tables and figures can be imbedded at appropriate locations in the main body of text.
  - 4.3 If a table contains a lot of data, try to divide the data into two or more tables. Tables should supplement not duplicate text.
  - 4.4 Tables should be numbered consecutively according to their sequence in the text. The text should reference all tables.
  - 4.5 Include a brief and self-explanatory title at the top of each table
  - 4.6 Use extra spaces, not vertical lines to separate columns.
  - 4.7 Keep column headings brief, but sufficiently explanatory. Add standard abbreviations of units of measurements between parentheses.
  - 4.8 Any explanation essential to the understanding of the table should be given as a footnote at the bottom of the table, (explanations of abbreviations or significance levels: \* $p < 0.05$ , \*\* $p < 0.01$ ).
- 5.0 Figures (Illustrations / Photographs)**
- 5.1 You may include original photographs, clear digital images or high quality copies of good contrast and intensity.
  - 5.2 Number figures consecutively according to their sequence in the text. The text should references all figures.  
Each figure should have a thorough and self-explanatory caption located at the bottom of the figure. This can also include explanations of abbreviations or significance levels: \* $p < 0.05$ , \*\* $p < 0.01$ .
  - 5.3 Larger tables and figures should have their own page. Smaller tables and figures can be imbedded at appropriate locations in the main body of text.
  - 5.4 Colour figures, illustrations or photographs are not recommended. If colour is required, photographic copy paper will produce better images.
  - 5.5 Symbols should be used in place of colours to denote specific details as colours may not be distinguished when photocopied
  - 5.6 Lettering should be clear and in English. Use consistent lettering throughout.
  - 5.7 If a scale is required, use bar scales instead of numerical scales.
  - 5.8 Minimize drawn text.

## 6.0 Footnotes

Footnotes should only be used if absolutely essential. If possible, incorporate the information in normal text.

If used, footnotes should be numbered in the text, indicated by superscript numbers, and kept as short as possible.

## 7.0 Formulae / Equations

- 7.1 Formulae should be computer processed, if possible. Leave one blank line above and below formulae.
- 7.2 Subscripts and superscripts must be clear.
- 7.3 Greek letters and other non-Latin or handwritten symbols must be clear. Take special care to show the difference between zero (0) and the letter O, and between (1) and the letter l.
- 7.4 Provide the meaning of all symbols and abbreviations immediately after the equation in which they are first used.
- 7.5 For simple fractions use the solidus (/) instead of a horizontal line.
- 7.6 Use root signs, not fractional powers. Denote powers of e by exp.
- 7.7 Levels of statistical significance which can be mentioned without further explanation are \* $p < 0.05$ , \*\* $p < 0.01$  and \*\*\* $p < 0.001$ .
- 7.8 In chemical formulae, valence of ions should be given as, e.g.,  $\text{Ca}^{2+}$  not as  $\text{Ca}^{++}$
- 7.9 Isotope numbers should precede the symbols, e.g.  $^{18}\text{O}$
- 7.10 Avoid repeated writing of chemical formulae in the text. Instead, the name of the compound should be given in full.

## 8.0 Nomenclature

All biota (plants, insects, birds, mammals, etc.) should be identified by their scientific names in italics, with the exception of common domestic animals. e.g. *Strongylocentrotus droebachiensis*

The first mention of the scientific names (in title or text) should be accompanied by the taxonomic authority. Scientific names of species referred to in other studies need no authority.

All biocides and other organic compounds must be identified by their Geneva names when first used in text. Active ingredients of all formulations should be likewise identified. For chemical nomenclature, follow the conventions of the *International Union of Pure and Applied Chemistry* and the official recommendations of the *IUPAC-IUB Combined Commission on Biochemical Nomenclature*.

## 9.0 Reporting Statistics

Reports must provide sufficient information to assess the appropriateness of the method. Assumptions and (or) the model underlying unusual statistical analyses must be clearly stated and results must be sufficiently detailed.

Data description Clearly describe sampling designs, experimental designs, data-collection protocols, precision of measurements, sampling units, experimental units, and sample sizes. When possible and appropriate, includes sample sizes and some measure of the precision (standard errors or specified confidence intervals) of estimates. When possible, present data Graphically.

Reporting of analyses – State the specific statistical procedure used. Cite any statistics program or program package (including version number) used. If necessary, indicate which procedure within a package was used and which method within a procedure was chosen. Unusual statistical procedures need to be explained in sufficient detail (including references if appropriate), for the reader to reconstruct the analysis. To denote levels of significance, use P values rather than symbols such as \* and \*\*.

If conclusions are based on an analysis of variance or regression, information sufficient to permit the construction of the full analysis of variance table (at least degrees of freedom, the structure of F-ratios, and P values) must be presented or be clearly implicit. Where ambiguity is possible, please indicate which effects were considered fixed or random and why.

Do not confuse effect size and biological importance with statistical significance. Power analyses (determination of type II error rates,  $\beta$ ) can be very useful, if used in conjunction with descriptive procedures like confidence intervals. Such tests are not always routine; please sufficiently describe other statistical designs.

## 10.0

### **GenBank/DNA Sequence Linking (if applicable)**

Gene accession numbers refer to genes or DNA sequences about which further information can be found in the databases at the National Center for Biotechnical Information (NCBI) at the National Library of Medicine. Include accession numbers to enable other scientists to access this information. Capitalize letters in accession numbers and check accession numbers very carefully.

Example:

GenBank accession nos. AI631510, AI631511, AI632198, and BF223228), a B-cell tumor from a chronic lymphatic leukemia (GenBank accession no. BE675048), and a T-cell lymphoma (GenBank accession no. AA361117).

## 11.0

### **Original Data**

- 11.1 Submit an electronic file of clean raw data with the final report.
- 11.2 Organize data into tables in a csv file (preferred) or in excel.
- 11.3 Use extra spaces, not vertical lines to separate columns.
- 11.4 Use columns for variables, and rows for observations.

## 12.0

### References

- 12.1 Present references cited in the report as a single-spaced list Do not include any references not cited in the report.
- 12.2 Indent references after the first line (hanging indent), see example in section 12.9
- 12.3 List references alphabetically by the last name of the first author. If there are multiple references for an author used the following order:
- by publication date
  - with one co-author: first, alphabetized by co-authors' last, then by publication date.
  - with more than one co-author: first alphabetized by 2<sup>nd</sup> authors' last names, then by publication date.
- 12.4 Publications by the same author(s) in the same year should be listed alphabetically by title as 1993a, 1993b, etc.
- 12.5 For Volume (Vol.) Bulletin (Bull.), and No., use Arabic numerals not underlining; give the full number of pages in the form of pp.123-128.
- 12.6 Abbreviate names of journals. Standard journal abbreviations can be found at:
- a) <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>  
b) via a link on the Web of Science database general search screen.
- 12.7 Do not include unpublished data (**excluding** BMSC Student Reports) and "personal communications" in the reference list. Instead, these may be mentioned in the text.
- 12.8 Internet sources: As a minimum, provide a full URL and the date the reference was last accessed. When possible provide further information such as: document title or description, authors, date updates. See sections 12.9-12.11 for online reference styles.

### 12.9 References – Online Journal Articles

Use the following format:

Author's last name, Author's Initials. Date of publication. Title of article. Abbreviated title of journal. Volume (issue), page range. DOI. Indent after the first line.

Example:

Jones, H.D., Richards, O.G., Southern, T.A., 1992. Gill dimensions, water pumping and body size in the mussel *Mytilus edulis* I. J. Exp. Mar. Biol. Ecol. 155(2), 213-237. DOI: 10.1016/0022-0981(92)90064-H

For a journal article retrieved online with no DOI: Give URL of the journal home page (even if retrieved from a database)

12.10 **References – Print Journal Articles**

Use the following format:

Author's last name, Author's Initials. Date of publication. Title of article. Abbreviated title of journal. Volume (issue), page range. Indent after the first line.

Jones, H.D., Richards, O.G., Southern, T.A., 1992. Gill dimensions, water pumping and body size in the mussel *Mytilus edulis* I. J. Exp. Mar. Biol. Ecol. 155(2), 213-237.

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English.

12.11 **References – Stand alone documents, no author, no date**

If the author is not identified, begin the reference with the title. If no date is provided use the following (n.d.) after the title

Example:

Bamfield building new centre for ocean discoveries. June 21, 2002.

Retrieved May 26, 2004, from

<<<http://www.bms.bc.ca/media/release/june02.html>>>

Or

What is eelgrass? (n.d.). Retrieved May 26, 2004, from

<<<http://www.bms.bc.ca/education/eelgrass.html>>>

12.12 **References – Document available on University or Department web site**

If a document is contained within a large and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself.

12.13 **References – Books One Author**

Please use the following format:

Author's last name, Author's Initials, Date of publication. Title of publication, edition. Name of Publisher, Place of Publication.

Example:

Clark, R.B., 1992. Marine pollution, 3<sup>rd</sup> ed. Clarendon Press, Oxford.

12.14 **References - Chapter from a Book with Multi-authors**

Please use the following format:

Author's last name, Author's Initials, Author's last name, Author's Initials, Date of publication. Title of chapter. In: Editor's last name, Editor's Initials. (Ed(s).), Title of publication. Name of Publisher, Place of publication, Page range.

Example:

Hawkins, A.J.S., Baynes, B.L., 1992. Physiological processes, and the regulation of production. In: Gosling, E. (Ed.), *The mussel Mytilus: ecology, physiology, genetics and culture*. Elsevier Science Publishers B.V., Amsterdam, pp.171-222.

#### 12.15 **References - Website**

Please use the following format:

Author's last name, Author's Initials., Copyright date. Title of page (use website when there is no page title). Retrieved Month day, year, from <<web address no hyperlink>>

Example:

Bamfield Marine Sciences Centre, 2003. Library Overview. Retrieved May 26, 2004, from <<<http://www.bms.bc.ca/library/index.html>>>

#### 12.16 **References – BMSC Student Reports**

Please use the following format:

Author's Last Name, First Initial., Year. Title of Report. Advisors, Course Title & Course Number, Bamfield Marine Sciences Centre, Bamfield, BC. Adding: (Unpublished report on file at the BMSC Library)

Example:

Adam, P., 1994. Scat analysis of Stellar sea lions (*Eumetopias jubatus*) of Green Point Rocks, Vancouver, Island. Advisor Dr. John Ford. Biology of Marine Mammals No. 148, Bamfield Marine Sciences Centre, Bamfield, BC. (Unpublished report on file at the BMSC Library)

#### 12.17 **References – Personal Communications**

Please refer to rule 12.7

**13.0** References cited together should be arranged chronologically.

#### 13.1 **Citing One Author**

In the text refer to the author's name (without initials) and the year of publication. Examples: "Since Peterson (1993) has shown that..." "This is in agreement with results obtained later (Kramer, 1993)".

#### 13.2 **Citing Two Authors**

When reference is made to a work by two authors, both names should be given using "and". Otherwise same as given in 13.1.

#### 13.3 **Citing More than Two Authors**

If reference is made in the text to a publication written by more than two authors, the name of the first author should be used followed by "et al.". Otherwise same as given in 13.0. This indication, however, should never be used in the list of references. In this list names of first author and all co-authors should be mentioned.

13.4 **Citing Personal Communications**

If you conduct an interview / communication with a researcher the conversation should be cited in the text and is not cited in the reference list (see rule 12.5)

Example:

Dr. Andy Spencer. Interview. 14 May 2004.

or

Dr. Don Levitan. Telephone interview. 14 May 2004.

13.5 **Citing BMSC Student Reports**

Please refer to the rules for In Text Referencing for Authors

13.6 **Citing Electronic Media**

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material.

Examples:

(Myers, 2000, ¶ 5)

or

(Beutler, 2000, Conclusion section, para. 1)

**14.0 Copyright**

Be careful not to infringe copyright when quoting from someone else's work or reproducing an illustration or table from a book or journal article.

You may quote from other published works but should obtain permission from the holder of the copyright before making substantial extracts or to reproducing tables, plates, or other illustrations. If the copyright-holder is not the author of the quoted or reproduced material, permission of the author should also be sought.

Unpublished letters and manuscripts are also protected and must not be reproduced without permission.

Always acknowledge borrowed material.

**The BMSC Student Report Style Guide is based on:**

**a) Guidelines provided by WCUMSS Member Universities for submission of Thesis and Dissertations**

**b) Submission guidelines for authors to the Journals of Experimental Marine Biology, Ecology and the Ecological Society of America.**

**If you have comments or suggestions regarding this style guide please contact the BMSC librarian.**

